

# U3A Mac and Ipad Users iPad/iPhone For Beginners a 5 Week Course

## Lesson 2

The following is a correction to last week's worksheet. On the second page of your notes, look down and find the duplicate sleep mode and replace the middle information with the information below.

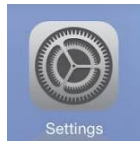
**Locking and Unlock Your Device** Go to Settings> Passcode and turn Passcode on. Set a simple the simple passcode or disable to use something more complex

Revisit last week's sheet and if you have any questions relating to that sheet. Please ask the tutor at your table for help.

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Now to some new information

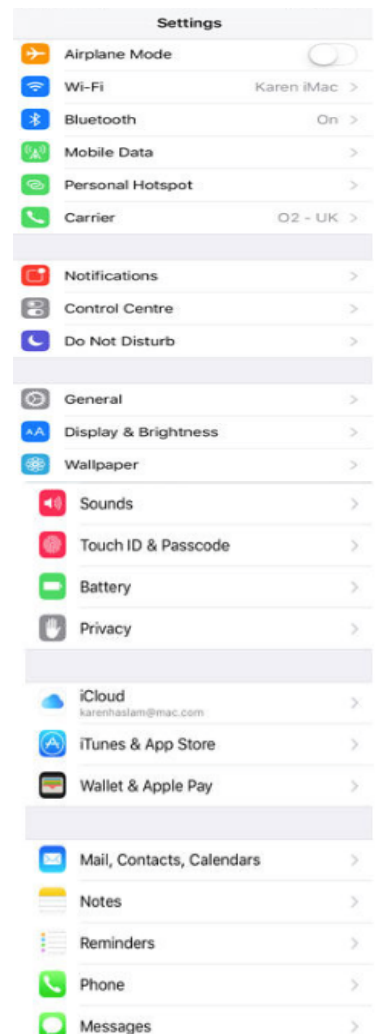
### Managing Settings



Settings is where you can personalised your device.

Tap the Settings icon and you will open the control settings for your Ipad/Iphone. On the Left Hand side you find a list of parameters. Your settings will look a bit like the list to the right. This a not the full list.

Today's lesson is about learning what settings has to offer and for you make our iPad work the way you want it to.



## Task 1.

Tap on **GENERAL**. In General settings you will find under :-

**Software Update**- Its important to keep your device software up to date.

**Under Accessibility** – you can adjust text size

**About**- this section will list all of your devices content, including photos, music. It will show you how much storage, capacity and free space you have on your

## Task 2

Move back to the left hand side of your device and tap on

**DISPLAY & BRIGHTNESS**. Under this parameter you can set how bright or dull you want your device. Later devices such as the Ipad Air 2, Ipad Pro will a **Night Shift**, which can be set to display warmer tones for night use.

You can also adjust the **Auto Lock**. This feature sets the time frame for when your device will go sleep if its not being used

## Task 3

Move back to the left hand side of your device and tap on

**SOUNDS**. Its under sounds you can customise your device to have alerts for your Mail, Calender, Facebook Reminders

## Task 4

Move back to the left hand side of your device and tap on

**SIRI**- is a build in “intelligent assistant” that enables some older models but all newer models of Ipads/ and 4S and later iphones to react to your voice. If you wish to you use this support on your device> Tap Siri> turn the button on

## Task 5

Move back to the left hand side of your device and tap on

**BATTERY**. Under battery you will find the percentage of battery usage or each App you have on your device.

## Task 6

Move back to the left hand side of your device and tap on

**WALLPAPER**- Under Wallpaper you can personalise your screens by adding a photo from your collection